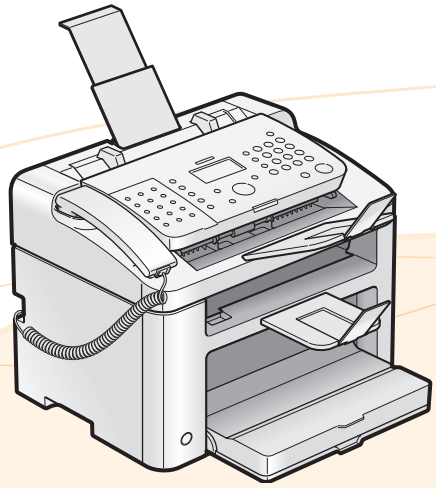
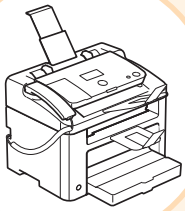
Canon

FAXPHONE L100

Starter Guide



1



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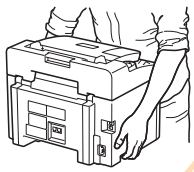
2



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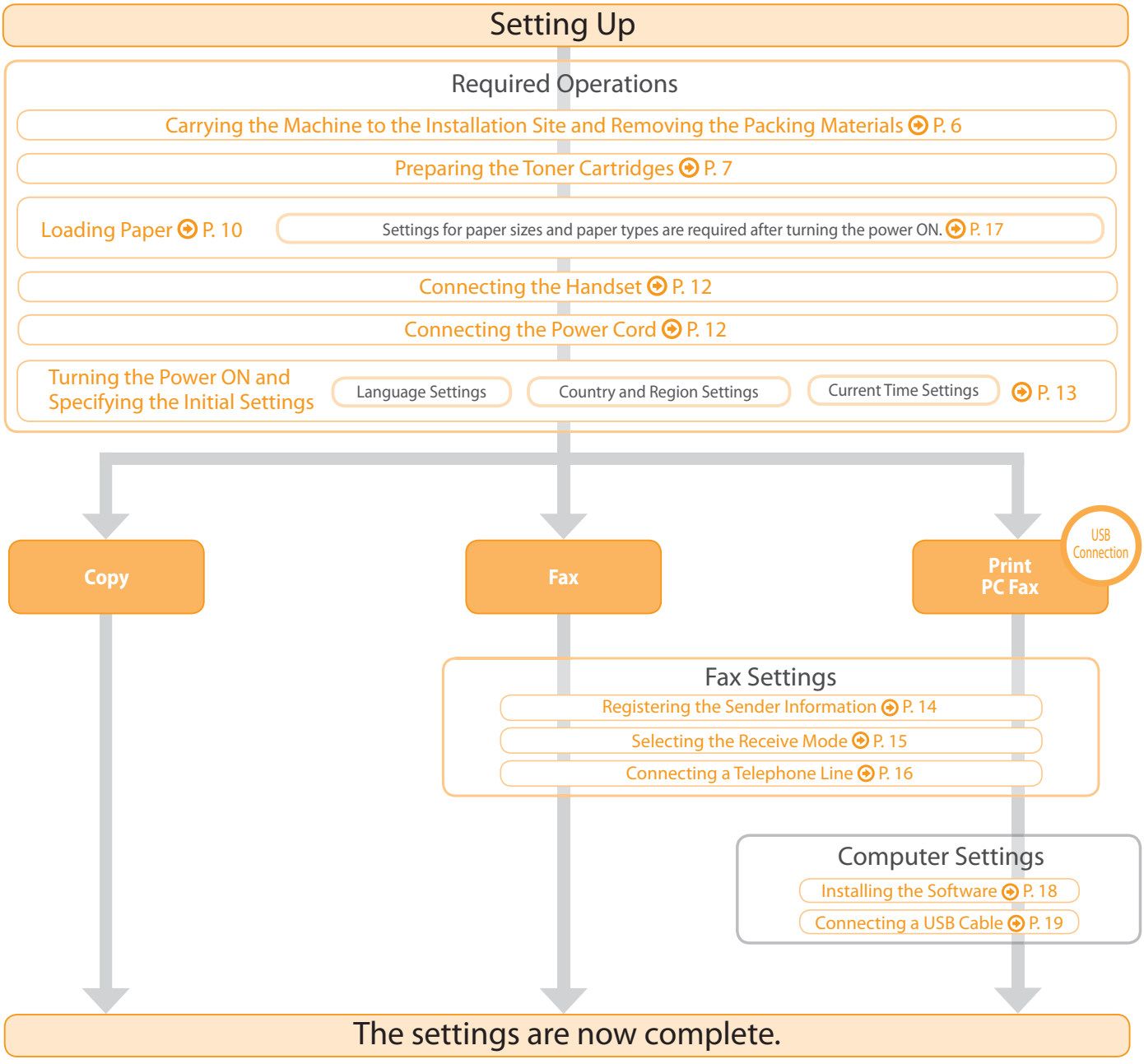
Read this guide first.
Please read this guide before operating this product.
The remarks for important safety instructions are described in the *Basic Operation Guide*. Read the guide also.
After you finish reading this guide, store it in a safe place for future reference.

Setting Up the Machine

Specify settings related to the Copy, Print, Fax, and PC Fax functions. Follow the steps in the flowchart below.


Setting Up
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The settings are now complete.

Available Features

The machine offers the following features.

◯: Available —: Not Available

	Copy	Print	Fax (PC Fax)	ADF (1-sided)
L100	◯	◯	◯	◯

Checking the Supplied Accessories

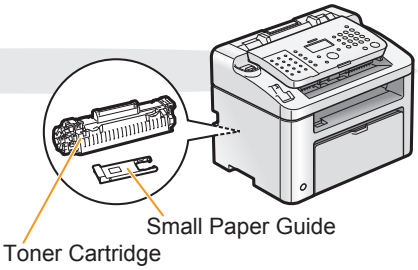
1. Confirm that all the supplied accessories are contained in the box.

If an item is missing or damaged, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center.

The machine unit

The following accessories are included in the machine.

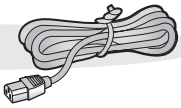
- Small Paper Guide
- Toner Cartridge



About the USB cable

The machine does not come with a USB cable.
Have a USB cable ready, if needed.

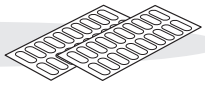
Power Cord



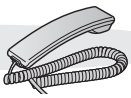
Starter Guide (This manual)

Telephone Cable

Speed Dial Labels x2



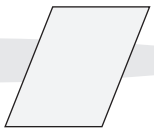
Handset



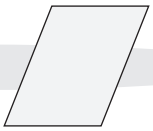
Basic Operation Guide

User Software CD-ROM

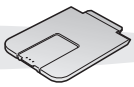
Limited Warranty Notice



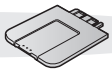
Registration Card



Document Return Tray



Output Tray



Supplied Toner Cartridge

The average yield of the included toner cartridge is as follows:

Canon Cartridge 128 Starter	Average yield*1: 1,000 sheets

*1 The average yield is based on the "ISO/IEC 19752 Standard"*2 when printing on A4 paper with the default print density setting.

*2 "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO (International Organization for Standardization).

The average yield of the replacement toner cartridge varies from that of the supplied toner cartridge.
To purchase replacement toner cartridges, see "Replacement Toner Cartridges," in the e-Manual.

User Software CD-ROM

Drivers and Software

The drivers and software included in the CD-ROM supplied with this machine are as follows:

FAX L Drivers

Printer Driver	You can print from an application to the machine once you install the printer driver on your computer.
Fax Driver	If you install the fax driver on your computer, you can select "Print" from an application, select the Canon fax driver as a printer, and specify the output destination and options. The fax driver converts the data into an image that conforms to standard fax protocols, so that the data can be printed or saved using the recipient's fax machine.

Additional Software Programs

Address Book Import/Export Tool	You can import or export the address book entries that are registered to the machine with the Address Book Import/Export Tool. The Address Book Import/Export Tool is in the [AddressBookTool] folder on the User Software CD-ROM.

Supported Operating Systems

◯: Supported —: Not Supported

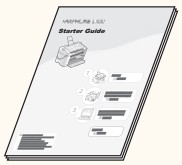
	Windows 2000/XP	Windows Vista/7
Printer Driver	◯	◯
Fax Driver	◯	◯
Address Book Import/Export Tool	◯	◯

Supplied Manuals

Read this manual first.

This manual describes setting up the machine and installing the software. Be sure to read this manual before using the machine.

Starter Guide — This manual



- Preface
- Installing the Machine and Specifying Initial Settings
- Installing the Drivers and Connecting to a Computer
- Appendix

Read this manual next.

This manual describes the basic use of the machine.

Basic Operation Guide

- Basic Operation
- Copy
- Print
- Fax
- Maintenance and Management
- Troubleshooting

Read the desired chapter to suit your needs.

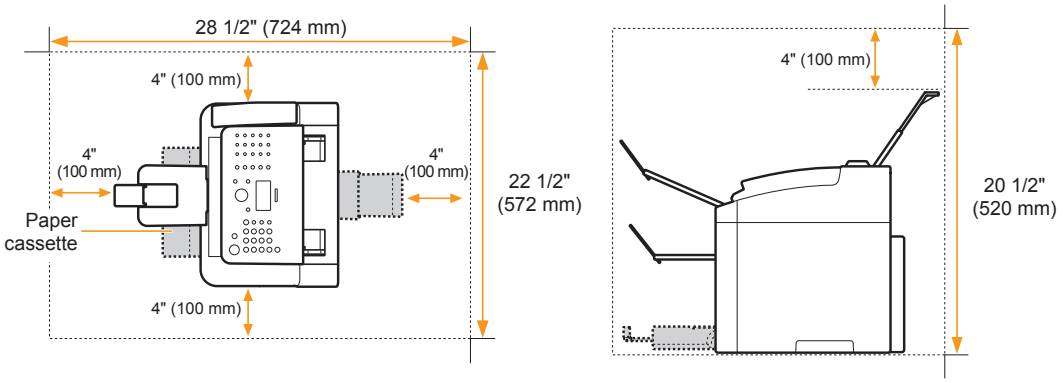
The e-Manual is categorized by subject to find desired information easily.
For details about using the e-Manual, refer to "Using the e-Manual" in "Appendix."

e-Manual

* The e-Manual is included in the User Software CD-ROM.

- Important Safety Instructions
- Setting Up the Machine
- Basic Operation
- Using the e-Manual
- Copy
- Fax
- Printing
- Security
- Troubleshooting
- Maintenance
- Specifications
- Setting Menu List
- Appendix

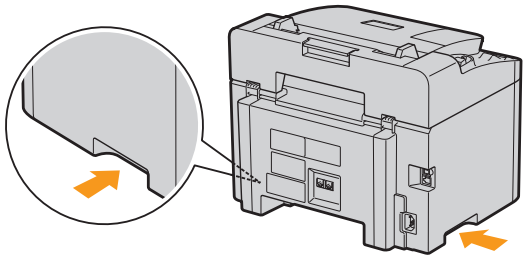
Installation Space Requirements



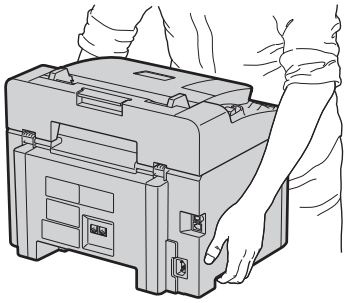
Carrying the Machine to the Installation Site and Removing the Packing Materials

1. Take the machine out of the plastic bag, and then carry it to the installation site.

1 Hold the grips using both hands.



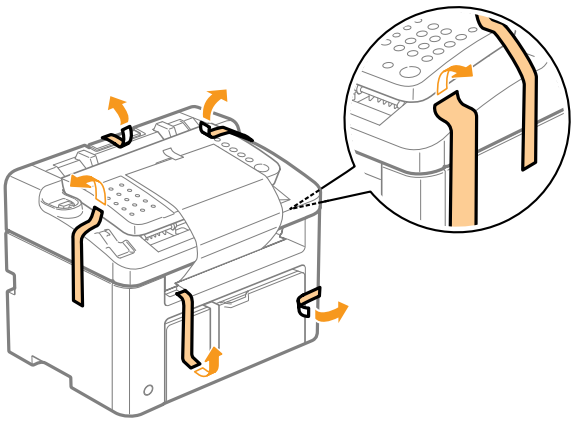
2 Carry the machine using both hands. Do not attempt to carry the machine using the only one hand.



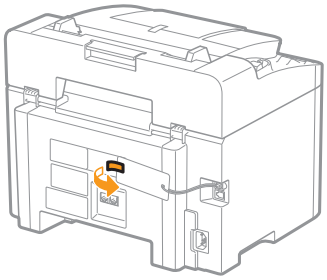
2. Remove the packing materials.

* The location of the packing material may differ, depending on your model.

1 Remove the tape (6 locations).

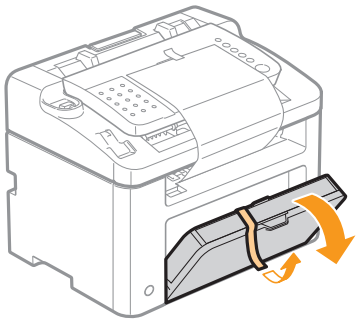


2 Remove the tape (1 location).

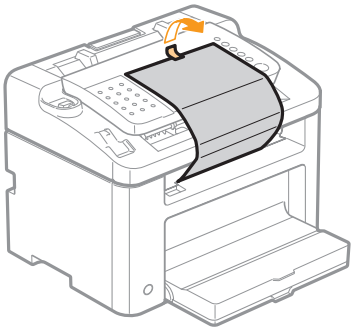


* Do not remove the cap on the USB port at this stage. Uncap when installing for USB connection.

3 Remove the tape while opening the paper cassette.



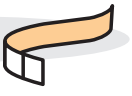
4 Remove the tape (1 location).



Check!

Make sure that the following packing materials are all removed from the machine:

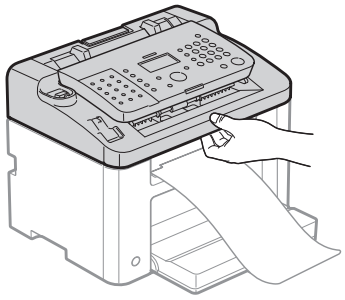
Tape x 9



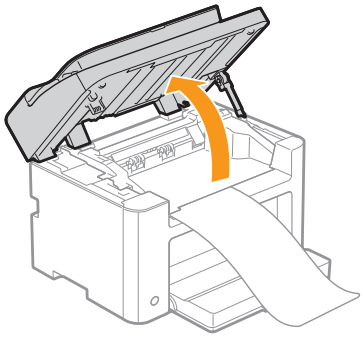
Preparing the Toner Cartridges

1. Lift the feeder.

1 Hold the upper unit.

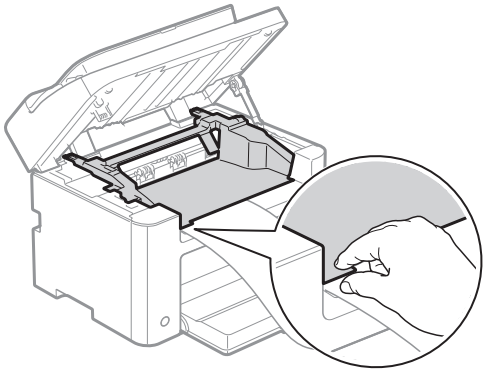


2 Lift the upper unit.

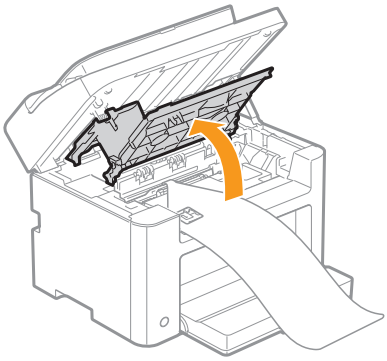


2. Open the toner cover.

1 Hold the grip on the left front side of toner cover.

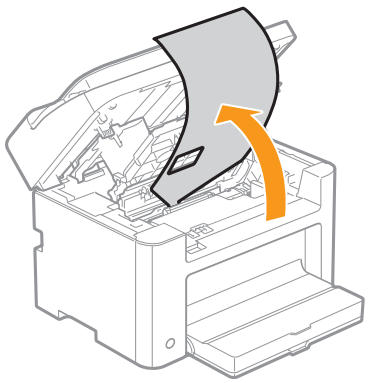


2 Open the toner cover.

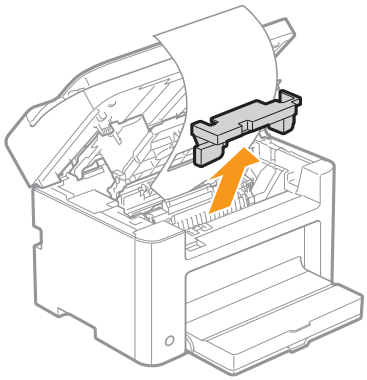


3. Remove the packing materials from the toner cartridge, and then distribute the toner.

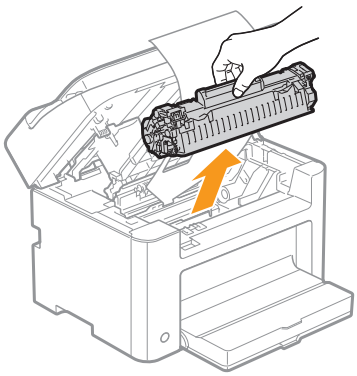
1 Turn the sheet to the back.



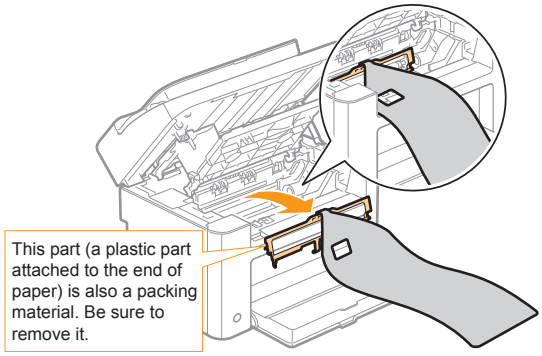
2 Remove the packing material.



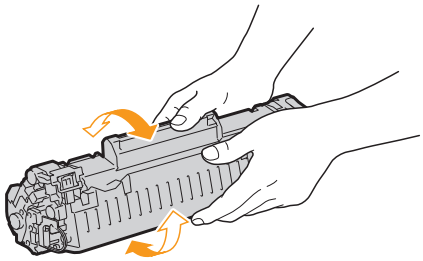
3 Remove the toner cartridge.



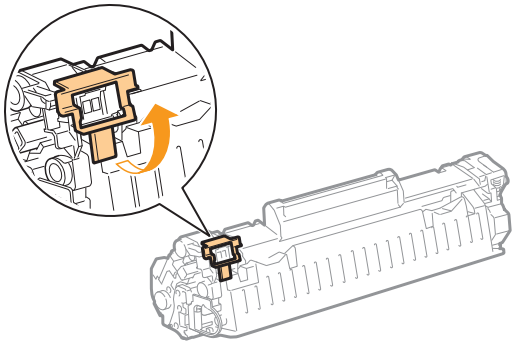
4 Remove the packing material.



5 Gently shake the toner cartridge from side-to-side five to six times.

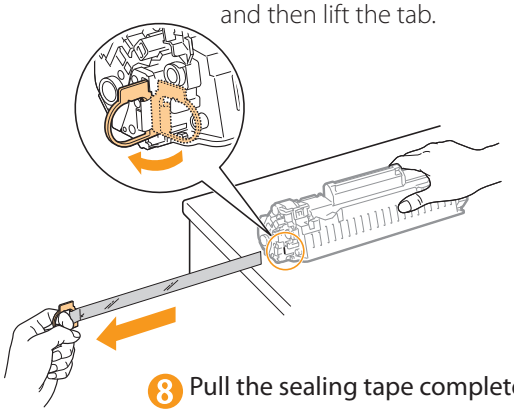


6 Remove the packing material.



7 Lift the tab.

Place the toner cartridge on a flat surface, and then lift the tab.

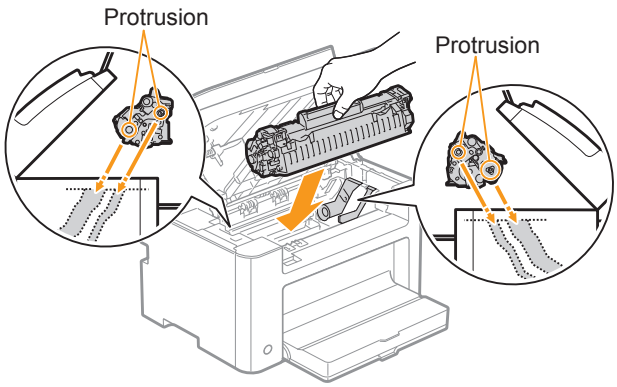


8 Pull the sealing tape completely out.

The full length of the sealing tape is approximately 20" (50 cm).

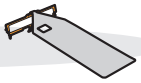
9 Insert the toner cartridge.

Fit the protrusions on each side of the toner cartridge into the guides located on each side of the machine. Slide the toner cartridge into the machine.



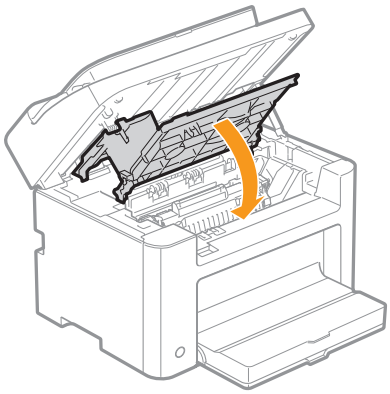
Check!

Did you remove all the packing materials?

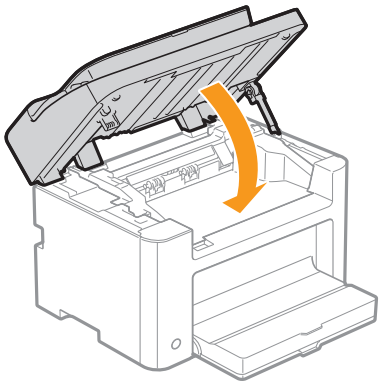
- ○ Packing materials x2
- ○ Sealing tape x1
- ○ Packing material with a sheet x1 

4. Close the toner cover, and then lower the upper unit.

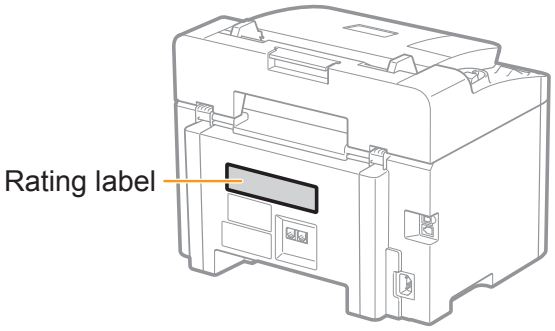
1 Close the toner cover.



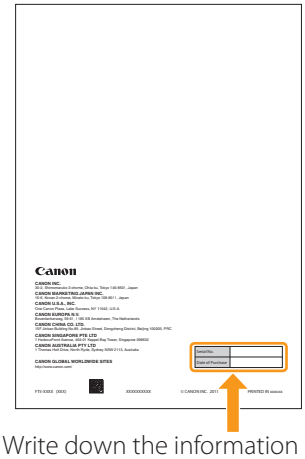
2 Lower the upper unit.



Write down the serial number and purchase date on the back cover of the Basic Operation Guide enclosed in the package. You need this information when contacting your local authorized Canon dealer or Canon Customer Care Center.



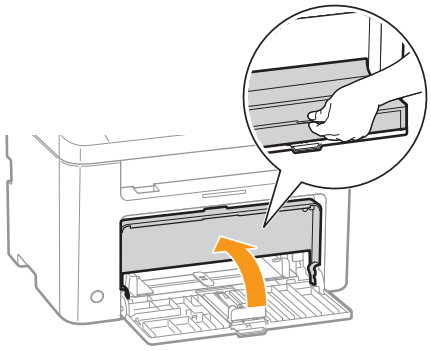
The serial number is located on the rating label centered on the rear side of the machine (a character string of 3 letters and a 5-digit number).



Write down the information here (on the back cover of the Basic Operation Guide).

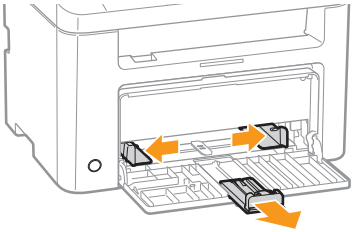
Loading Paper

1. Lift the dust cover.

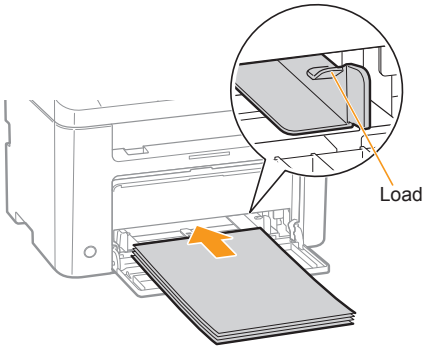


2. Load the paper, and then adjust the paper guides.

1 Spread the paper guides.
Spread the paper guides a little wider than the paper size.



2 Load the paper.
Load the paper until the edge of the paper stack meets the back of the paper cassette.



Check!

Ensure that the paper stack does not exceed the load limit guides.

When changing the size of the paper to be loaded

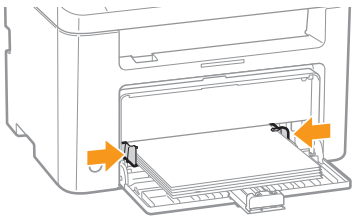
Make sure to set the proper paper size and type.

"Setting a Paper Size and Type" (P. 17)

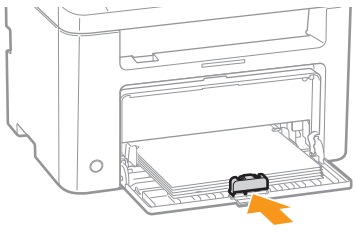
When using envelopes

For details on how to load media, see "Basic Operation Guide."

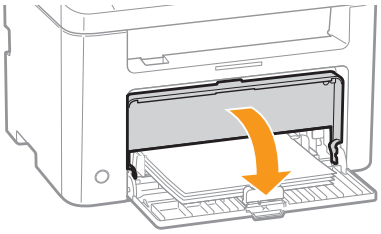
3 Adjust the paper guides tightly to the width of the paper.



4 Adjust the paper guides tightly to the length of the paper.

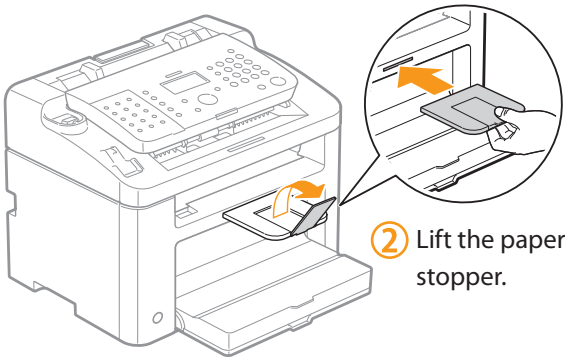


3. Close the dust cover.



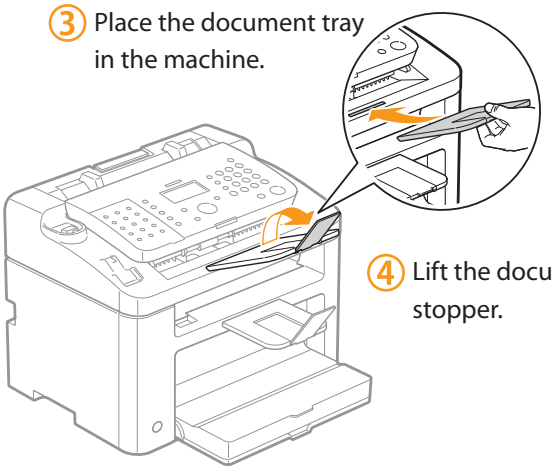
Additional preparations for printing

① Place the output tray in the machine.



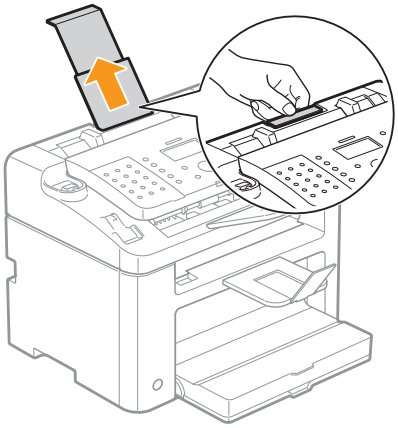
② Lift the paper stopper.

③ Place the document tray in the machine.



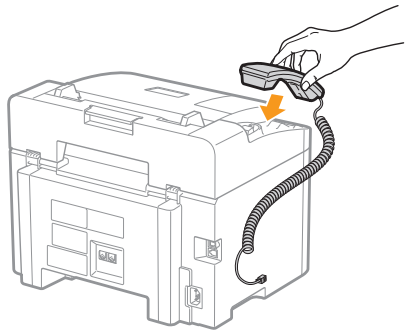
④ Lift the document stopper.

⑤ Pull out the document feeder tray.

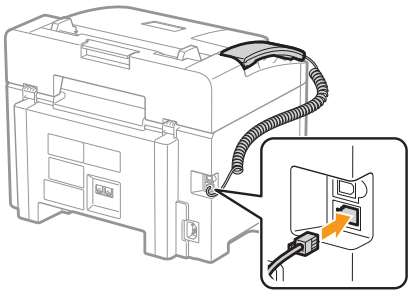


Connecting the Handset

1 Place the handset in the cradle.

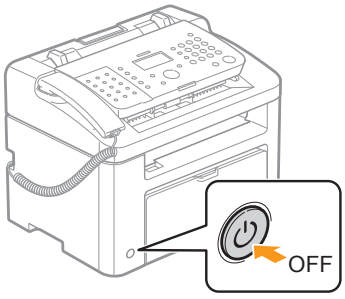


2 Connect the handset's telephone line to the handset jack.

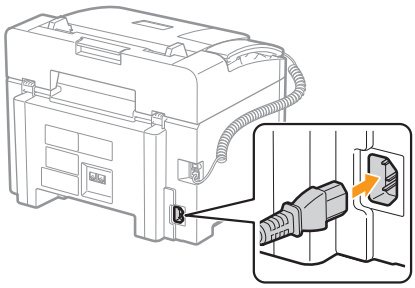


Connecting the Power Cord

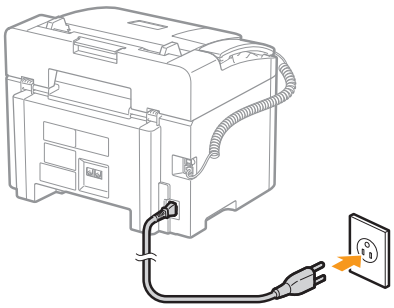
1 Ensure that the machine is turned off.



2 Plug the power plug into the power socket on the machine.



3 Plug the power plug into an AC power outlet.

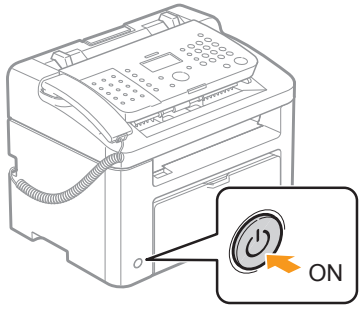


Do not connect the USB cable. Connect the USB cable when installing the software.

Turning On the Machine and Specifying the Initial Settings

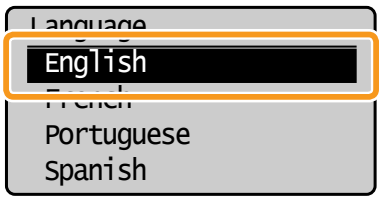
1. Turn ON the machine.

The machine enters the Sleep mode to conserve energy when you do not operate the machine for a certain period of time. To cancel the Sleep mode, press the [ ] (Energy Saver) key on the operation panel.

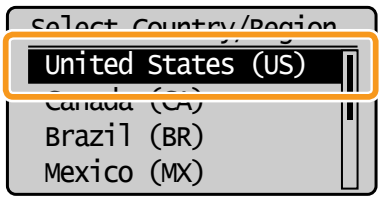


2. Specify the initial settings.

1 Press [▲] or [▼] to highlight an item, and then press [OK].

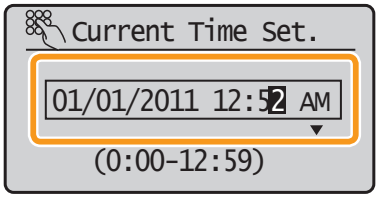


2 Press [▲] or [▼] to highlight an item, and then press [OK].



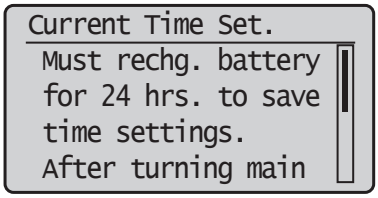
3 Read the messages, and then press [OK].

4 Enter the date and time, and then press [OK].



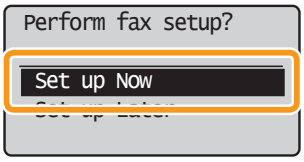
- Move the cursor by pressing [◀] or [▶].
- Press [▲] or [▼] to select the number or switch to <AM> or <PM>.

5 Check the screen, and then press [OK]..

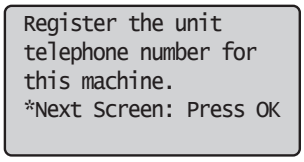


3. Register the fax number and unit name.

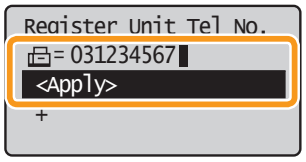
1 Press [▲] or [▼] to highlight <Set Up Now>, and then press [OK].



2 Press [OK].



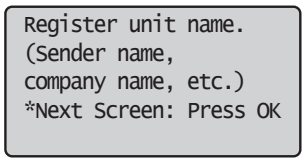
3 Enter the unit's telephone number.



To display the "Fax Setup Guide" if you highlight <Set Up Later>, press [⊛] (Menu) → <Fax TX Settings> → <Fax Setup Guide>.

4 Press [▲] or [▼] to highlight <Apply>, and then press [OK].

5 Press [OK].

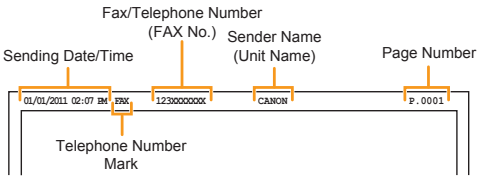


6 Enter.

7 Press [▲] or [▼] to highlight <Apply>, and then press [OK].

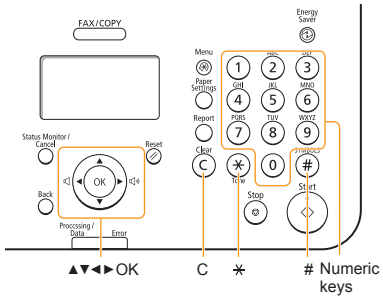
What happens with the unit name

Once the information has been registered, it is printed at the top of each page that you send.



Entering Text

Enter information (text, symbols, and numbers) using the following keys.



Changing the entry mode

Press [▼] to highlight <Entry Mode>, and then press [OK]. You can also press [⊛] (Tone) to change the entry mode.

Entry Mode	Text that Can Be Entered
<A>	Uppercase letters and symbols
<a>	Lowercase letters and symbols
<12>	Numbers

Moving the cursor (entering a space)

Move the cursor by pressing [◀] or [▶]. To enter a space, move the cursor to the end of the text, and then press [▶].

Entering text, symbols, and numbers

Enter text, symbols, and numbers using the numeric keys or press [#] (SYMBOLS).

Key	Entry mode: <A>	Entry mode: <a>	Entry mode: <12>
1	@ . - _ /		1
2	ABC	abc	2
3	DEF	def	3
4	GHI	ghi	4
5	JKL	jkl	5
6	MNO	mno	6
7	PQRS	pqrs	7
8	TUV	tuv	8
9	WXYZ	wxyz	9
0	(Not available)		0
#	- . * # ! " , ; : ^ ` _ = / | ' ? $ @ % & + \ ( ) [ ] { } < >		(Not available)

Deleting text, symbols, or numbers

To delete text, numbers, and symbols, press [C] (Clear).
To delete all text, numbers, and symbols, press and hold [C] (Clear).

4. Select the fax receive mode.

You can specify how the machine should operate for a fax call or telephone call. By answering the prompts that appear on the display, you can set the machine to one of the following four operation modes.

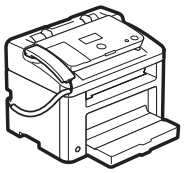
For details about each fax receive mode:
See "RX Mode" in the e-Manual.

Do you want to use this machine for fax only (no telephone)?
Yes
No

Yes →

The receive mode is set to <Auto>.
→ Proceed to Step 5.

- Receive faxes automatically.
- A handset or an external telephone does not have to be connected.



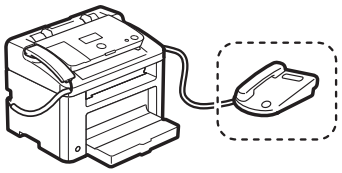
No ↓

Do you want to auto-receive faxes and answer phone manually?
Yes
No

Yes →

The receive mode is set to <Fax/Tel Auto Switch>.
→ Proceed to Step 5.

- Receive faxes automatically.*
- You can respond to a telephone call by picking up the handset.
- A handset or an external telephone must be connected to the machine.



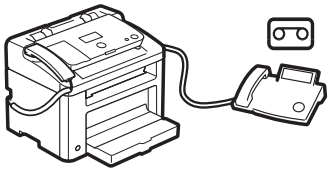
No ↓

Do you want to use an answering machine to answer the phone?
Yes
No

Yes →

The receive mode is set to <Answer>.
→ Proceed to Step 5.

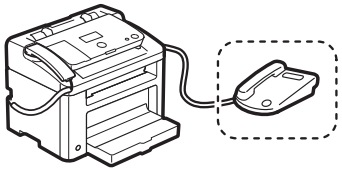
- Receive faxes automatically.
- You can respond to telephone calls using the built-in answering function.
- An external telephone must be connected.



No ↓

The receive mode is set to <Manual>.
→ Proceed to Step 5.

- Receive faxes automatically.
- A handset or an external telephone must be connected to the machine.

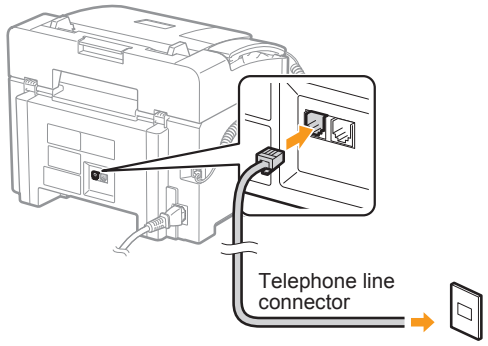


5. Connect the telephone line.

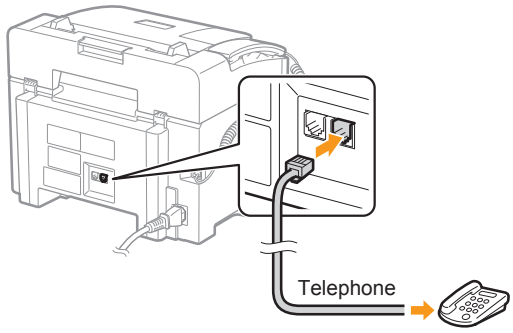
1 Press [OK].

The screen that appears varies depending on the receive mode selected.

2 Connect the machine to the telephone line connector.



3 Connect an external telephone to the machine when using <Fax/Tel Auto Switch>, <Answer>, or <Manual> mode and an external telephone.

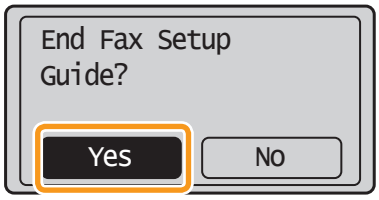


To connect an external telephone that includes fax functions

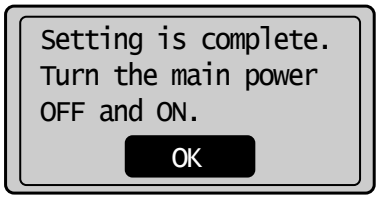
Make sure to disable its automatic fax reception feature so it does not receive faxes automatically.

4 Press [OK] after the telephone line has been connected.

5 Press [◀] to highlight <Yes>, and then press [OK].



6 Press [OK].



The fax settings and connections have been completed.

7 Restart the machine for the settings to take effect.

Turn OFF the machine, wait for at least 10 seconds, and then turn it back ON.

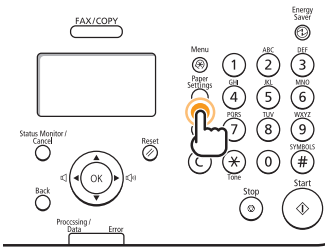
6. Change the telephone line type.

By default, the telephone line type is set to tone dialing. Skip the following steps in the procedure below if you select tone dialing.
Follow the steps in the procedure below to select pulse dialing.
Contact your local telephone company if you are not sure of the line type that you are using.

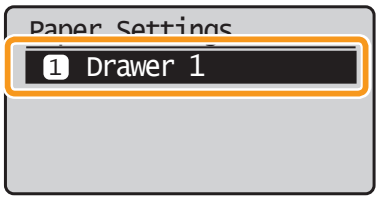
1. Press [ ] (Menu).
2. Press [▲] or [▼] to highlight <Fax TX Settings>, and then press [OK].
3. Press [▲] or [▼] to highlight <Basic Settings>, and then press [OK].
4. Press [▲] or [▼] to highlight <Select Line Type>, and then press [OK].
5. Press [▲] or [▼] to highlight the line type that you are using, and then press [OK].
   <Pulse>: Pulse dialing
   <Tone>: Tone dialing (Default)
6. Press [ ] (Menu) to close the Menu screen.

Setting a Paper Size and Type

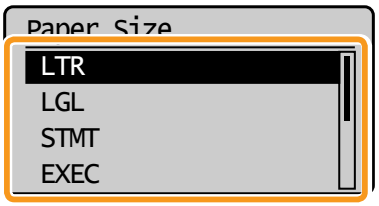
1. Press [ ] (Paper Settings).



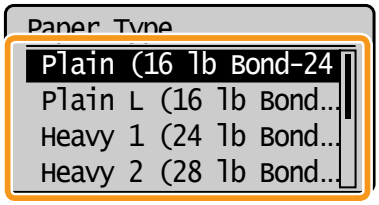
2. Press [▲] or [▼] to highlight <Drawer 1>, and then press [OK].



3. Press [▲] or [▼] to highlight <Paper Size>, and then press [OK].



4. Press [▲] or [▼] to highlight <Paper Type>, and then press [OK].



5. Press [ ] (Paper Settings) to close the <Paper Settings> screen.

Installing via a USB Connection

Do not connect the USB cable yet.

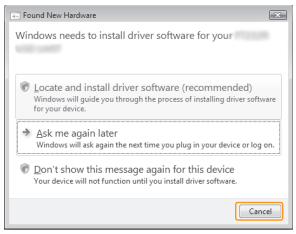
Connect the USB cable after installing the software.

If you connected the USB cable to the machine before installing the drivers:

- Windows 7
  1. Disconnect the USB cable from the computer.
  2. Follow the procedures below from step 1.
- Windows Vista/XP

  If the dialog box on the right appears:
  1. Disconnect the USB cable from the computer.

     If the dialog box disappears, follow the procedures below from step 1.
  2. Click [Cancel].
  3. Follow the procedures below from step 1.

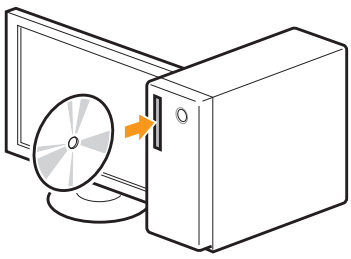

Found New Hardware
Windows needs to install driver software for your
Locate and install driver software (recommended)
Windows will guide you through the process of installing driver software for your device.
Ask me again later
Windows will ask again the next time you plug in your device or log on.
Don't show this message again for this device
Your device will not function until you install driver software.
Cancel

1. Turn on the computer, and then log on as a user with administrative privileges.

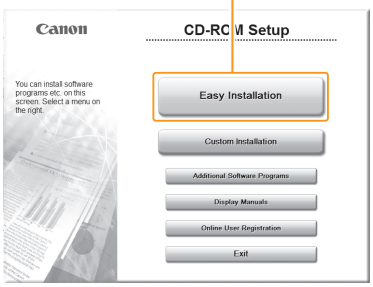
If you are already logged on, exit all applications that are running.

2. Install the FAX L Drivers.

1 Insert the CD-ROM.



2 Click



[Easy Installation] installs the following software.

- Printer driver
- Fax driver

To install the following manual, select [Custom Installation].

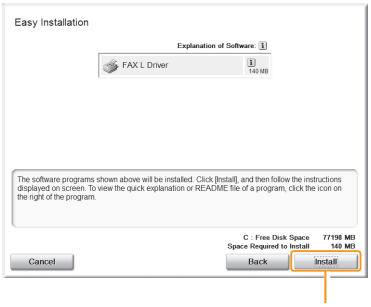
- e-Manual

e-Manual "Installing the FAX L Drivers"

If the CD-ROM Setup screen does not appear:

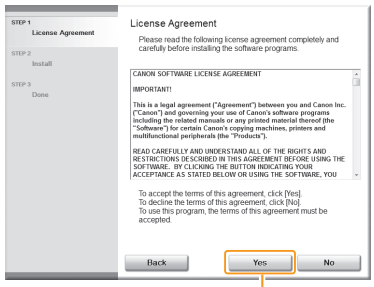
- Windows 2000/XP
  1. From the [Start] menu, select [Run].
  2. Enter "D:\Minst.exe", and then click [OK].
- Windows Vista/7
  1. Enter "D:\Minst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
  2. Press the [ENTER] key on the keyboard.

* The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ, depending on the computer you are using.


Easy Installation
Explanation of Software:
FAX L Driver
The software programs shown above will be installed. Click [Install], and then follow the instructions displayed on screen. To view the quick explanation or README file of a program, click the icon on the right of the program.
C : Free Disk Space 77198 MB
Space Required to Install 140 MB
Cancel
Back
Install

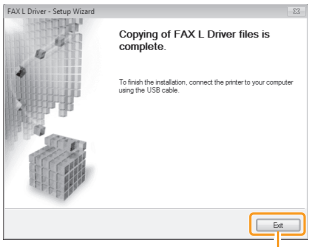
3 Click

4 Read the contents of the License Agreement.



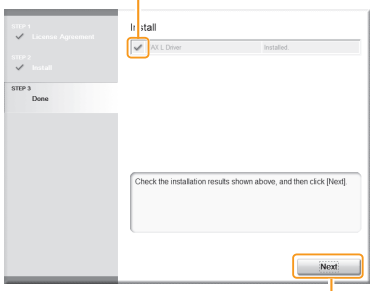
5 Click

6 Click



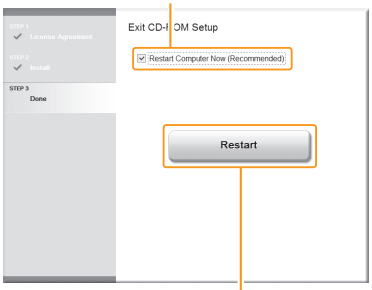
7 Click

8 Ensure that [✓] is selected.



9 Click

10 Select the [Restart Computer Now (Recommended)] check box.

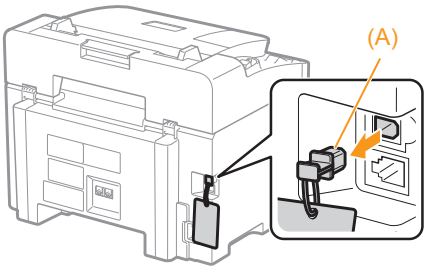


11 Click

Remove the CD-ROM once this screen appears.

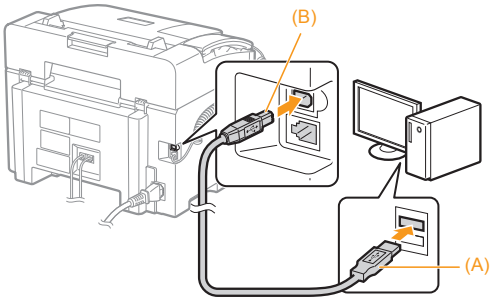
3. Connect the USB cable.

1 Remove the cap plug(A).
Remove by pulling on the string.



2 Connect the cable.

- Flat end (A): Connect to the USB port on the computer.
- Square end (B): Connect to the USB port on the machine.



When a dialog box is displayed
Follow the on-screen instructions and complete the installation.

Checking the Installation Results
P. 20

Checking the Installation Results

Ensure that the FAX L Drivers or the e-manual are installed correctly.
Ensure that the icons for the installed software are added as follows.
Refer to the "User Software CD-ROM" (P. 4) for the functions of each software.

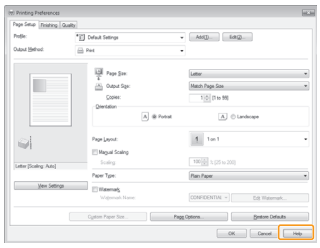
About Icons that Are Displayed:
Icons for each driver may be displayed separately or only representative icon may be displayed depending on the operating system.

Software	Location	Icon
Printer Driver	Printer folder • Windows 2000 From the [Start] menu, select [Settings] → [Printers]. • Windows XP Professional From the [Start] menu, select [Printers and Faxes]. • Windows XP Home Edition From the [Start] menu, select [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes]. • Windows Vista From the [Start] menu, select [Control Panel] → [Printers]. • Windows 7 From the [Start] menu, select [Devices and Printers].	
Fax driver		
e-Manual	Desktop	

How to Use the Online Help
In the Online Help, all the functions of the driver software and information about options are included. If you want to view descriptions of the functions and settings when using the driver software, use the Online Help.

How to display the Help screen

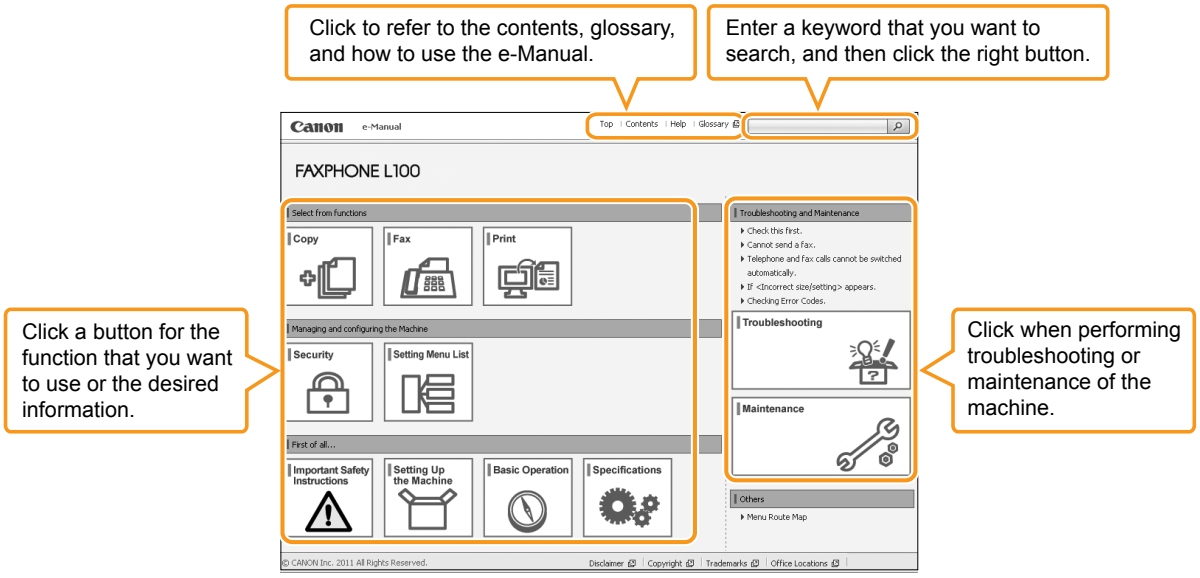
(1) Select [File] → [Print] from the menu bar in the application.
(2) Select the printer in [Select Printer] or [Name] in the [Print] dialog box.
(3) Click [Preferences] or [Properties].
(4) Click [Help].



Using the e-Manual

Page configuration of the e-Manual

When you start the e-Manual, the screen below is displayed.


Click to refer to the contents, glossary, and how to use the e-Manual.
Enter a keyword that you want to search, and then click the right button.
Click a button for the function that you want to use or the desired information.
Click when performing troubleshooting or maintenance of the machine.
Canon e-Manual
Top | Contents | Help | Glossary
FAXPHONE L100
Select from functions
Copy
Fax
Print
Managing and configuring the Machine
Security
Setting Menu List
First of all...
Important Safety Instructions
Setting Up the Machine
Basic Operation
Specifications
Troubleshooting and Maintenance
Check this first.
Cannot send a fax.
Telephone and fax calls cannot be switched automatically.
If <Incorrect size/setting> appears.
Checking Error Codes.
Troubleshooting
Maintenance
Others
Menu Route Map
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Installing the e-Manual on Your Computer

1. Insert the User Software CD-ROM in your computer.
2. Click [Custom Installation].
   If CD-ROM Setup does not appear, see "If the top screen does not appear."
3. Click [Next].
4. Select the [Manuals] check box.
5. Click [Install].
6. Click [Yes].
7. Click [Next].
8. When the installation is finished, click [Exit].
9. To display the e-Manual, double-click the shortcut icon [FAXPHONE L100 e-Manual] on the desktop.

* ActiveX may block pop-ups in the background. If the e-Manual is not displayed properly, look for an information bar at the top of the page and click the information bar.

If the Top Screen Does Not Appear

- Windows 2000/XP
  1. From the [Start] menu, select [Run].
  2. Enter "D:\Minst.exe", and then click [OK].
- Windows Vista/7
  1. Enter "D:\Minst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
  2. Press the [ENTER] key.

* The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ, depending on the computer you are using.

Displaying the e-Manual Directly from the CD-ROM

1. Insert the User Software CD-ROM in your computer.
2. Click [Display Manuals].
3. Click [HTML] for [e-Manual].

* Depending on the operating system you are using, a security protection message is displayed. Allow the contents to be displayed.

Uninstalling the Installed Software

If you do not need the printer driver or fax driver, you can uninstall them with the following procedure.

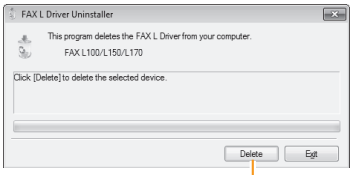
1. Confirm the following points.

- You must have administrative privileges on the computer.
- You should have the installation software (in case you want to re-install the drivers).
- You have closed all applications on your computer.

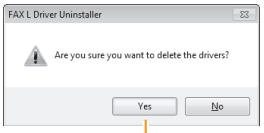
2. Uninstall the software.

Uninstalling the Printer/Fax Driver

1 From the [Start] menu, click [(All) Programs] → [Canon] → [FAX L100 L150 L170] → [Uninstall Drivers].


FAX L Driver Uninstaller
This program deletes the FAX L Driver from your computer.
FAX L100/L150/L170
Click [Delete] to delete the selected device.
Delete
Exit

2 Click



3 Click

4 Click

Contacting the Service Center

If you have a problem with your machine and you cannot solve it, even you use the manuals or online help, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-OK-CANON, between the hours of 8:00 A.M. to 8:00 P.M. EST for the U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday. Canadian customer support is available online at www.canon.ca, or by calling 1-800-OK-CANON, Monday through Friday from 9:00 A.M. to 8:00 P.M. EST.

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